

**Jefferson County Civic Facility Development Corporation
Governance Committee Meeting Minutes
December 15, 2023**

The JCCFDC held a governance committee meeting in the board room at 800 Starbuck Avenue, Watertown, NY on Friday, December 15, 2023.

Present: W. Edward Walldroff (Chair), Bill Johnson, Paul Warneck

Also Present: David Zembiec, Marshall Weir, Lyle Eaton, Peggy Sampson, Joy Nuffer, Robin Stephenson, John Condino

- I. **Call to Order:** Chairman Walldroff called the meeting to order at 9:39 a.m.
- II. **Review Bylaws –** Committee members reviewed the current bylaws. There were no changes.
- III. **Review Mission Statement/Performance Measurements –** Committee members reviewed the mission statement and performance measurement goals. The 2023 results will be added within the next few months.
- IV. **Review Current Policies and Procedures –** Committee members reviewed the following policies: Disposition of Real Property Guidelines, Investment Policy with Internal Controls, and Procurement Policy. There were no changes.
- V. **Annual Confidential Board Evaluations:** Committee members reviewed the summary results of confidential evaluation of board performance. Mr. Warneck said it is a bit difficult to answer for this agency since there are only a few active projects and have not been any new projects in the last few years.

After review and discussion, a motion was made by Mr. Warneck to send the results to the full board of directors, seconded by Mr. Johnson. All in favor.
- VI. **Adjournment:** With no further business before the committee, a motion to adjourn the meeting was made by Mr. Johnson, seconded by Mr. Warneck. The meeting adjourned at 9:42 a.m.

Respectfully submitted,

Peggy Sampson